

# **Sealing Juvenile Court Records in Washington State**

**Forms and Instructions  
April 2011**

**Prepared by  
Street Youth Legal Advocates of Washington**

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**Updated April 2011**

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## INTRODUCTION

**Please Note: This packet provides information regarding juvenile court records ONLY. The following information DOES NOT APPLY to adult criminal records.**

In Washington, juvenile court records don't automatically disappear when you turn 18. In fact, almost all your juvenile records remain open for the public to view, unless you ask a court to "seal" them. You must meet certain requirements to be eligible to have your record sealed. Eligibility depends on a number of factors, including the seriousness of the juvenile offense, the amount of time that has passed since your most recent conviction, and the existence of any pending criminal matters. (See "Statutory Requirements" for details on eligibility.) If you're eligible, you must file a motion with the court to have your record sealed.

If you've been involved with the juvenile justice system, you have a juvenile court record. The juvenile court record has three components: the *official juvenile court file*, the *social file*, and *records of other juvenile justice or care agencies* involved in the case. The official juvenile court file contains petitions, motions, memoranda, briefs, findings of the court, and court orders. The social file contains the records and reports of probation counselors. The official juvenile court file is open for public inspection until sealed or expunged, but the other juvenile court records are confidential.

In addition to a juvenile court record, you have criminal history record information (CHRI) on file with the Washington State Patrol. CHRI includes information on arrests, detentions, indictments, and other formal criminal charges, as well as any disposition arising from them, such as sentences, correctional supervision, and release. It also includes identifying information, such as name, birth date, address, physical description, and fingerprints. An employer, creditor, or landlord requesting CHRI may only receive information on:

- Convictions;
- Arrests within the previous year which have not reached disposition; and
- Registered sex offenders or kidnappers.

In addition to CHRI, you may also have arrest and incident reports on file with a local law enforcement agency (example: the police department that arrested you).

Sealed records are protected from public examination, **but they don't cease to exist**. Records may be re-opened for public examination if you're convicted of a juvenile offense or adult crime, or if you are charged with a felony. Expunged or destroyed records, on the other hand, can never be re-opened. Your record may be destroyed if you only have referrals for diversion, and you meet other statutory requirements. Having your record destroyed involves a different process that this packet doesn't address.

Legal Requirements for Sealing Juvenile Offender Records

The juvenile court can order the sealing of your juvenile offender court record only if you meet certain legal requirements. If you answer “No” to all of the questions listed below, and if you follow the correct procedures, the juvenile court can order the sealing of your record.

You are eligible if you can answer “NO” to these questions...

Yes    No

You are eligible if you can answer “NO” to these questions...	Yes	No
Do you have any criminal charges pending in the juvenile or adult court?		
Is there any pending proceeding seeking a diversion agreement with you?		
Is the charge classified as a sex offense? <sup>1</sup>		
Do you still owe any court-ordered fines, restitution, or fees for the records you want to seal?		
If you’re trying to seal records of a deferred disposition, there’s no mandatory waiting period after you turn 18. Are you under the age of 18?		
If your charge is classified as a class A felony: a) Have less than 5 years passed since the date of your disposition (when you were sentenced), or the day that you were released from confinement (JRA or the detention center) or from a full-time residential treatment program, whichever’s later? b) Have you been convicted of any offenses/crimes within the last 5 years?		
If your charge is classified as a class B felony: a) Have less than 2 years passed since the date of your disposition (when you were sentenced), or the day that you were released from confinement (JRA or the detention center) or from a full-time residential treatment program, whichever’s later? b) Have you been convicted of any offenses/crimes within the last 2 years?		
If your charge is classified as a class C felony: a) Have less than 2 years passed since the date of your disposition (when you were sentenced), or the day that you were released from confinement (JRA or the detention center) or from a full-time residential treatment program, whichever’s later? b) Have you been convicted of any offenses/crimes within the last 2 years?		
If your charge is classified as a gross misdemeanor or misdemeanor: a) Have less than 2 years passed since the date of your disposition (when you were sentenced), or the day that you were released from confinement (JRA or the detention center) or from a full-time residential treatment program, whichever’s later? b) Have you been convicted of any offenses/crimes within the last 2 years?		
If you’re trying to seal records of a diversion agreement: a) Have less than 2 years passed since completion of the diversion agreement OR your release from confinement (including full-time residential treatment) b) Have you been convicted of any offenses/crimes within the last 2 years?		

<sup>1</sup> Refer to pages 12-17 to determine how your charge(s) is/are classified

## The Process: How to Seal Your Juvenile Offender Record

### **1. Criminal history.**

Get a complete record of your criminal history. The Clerk's Office or Juvenile Court can provide you with a copy of your criminal history. That record should include all of the criminal cases filed against you in juvenile court, including those cases that were dismissed. You should also ask for a copy of the financial history for each of those cases. The financial history will show amounts of any fines, fees and or restitution imposed by the court, and whether any money is still owed.

If you were involved with Juvenile Court in more than one county, make sure to ask the Clerk's Office to assist you in identifying which county each case is associated with.

### **2. Determine whether or not you meet the legal sealing requirements.**

Look through your criminal and financial history and review the legal requirements on page 4.

### **3. Fill out the Motion and Declaration to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12).**

If you believe that you meet the legal sealing requirements, the next step is to complete and file in the juvenile court the forms attached to this packet.

Fill out the form entitled Motion and Declaration to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12). This document, called a motion, is your request to the juvenile court for your juvenile offender record to be sealed. The instructions for filling out this form are on page 8. You must fill out a Motion for **each case** that you want to seal, even cases that were dismissed.

### **4. Schedule a hearing.**

In most counties, you must have a hearing at the juvenile court during which a judge or court commissioner will decide whether or not to grant your sealing request. You don't need an attorney to represent you at this hearing, but you'll have to appear before a juvenile court judge or commissioner.

To set a hearing date, talk with the juvenile court clerk about an available hearing date and time. It may best to do that in person. Ask the clerk to set the hearing date for at least two to four weeks from the time that you ask for it.

**5. Fill out the Notice of Respondent's Motion to Seal Records of Juvenile Offender.**

Once you have a hearing date, complete the Notice of Respondent's Motion to Seal Records of Juvenile Offender for each case for which you have filled out a Motion, - for each case that you want to seal. Page 8 has instructions about how to complete the Notice form.

You're required to notify each agency that has records relating to your offender case(s) that you're asking the juvenile court to seal those records and when and where the court hearing to decide your request is taking place. These agencies include the juvenile prosecutor, juvenile probation department, county sheriff, local police departments, and the Washington State Patrol. Presuming that you meet all sealing requirements, the agencies shouldn't contest your request.

**6. Make copies and file documents.**

Make a copy of the completed Motion and a copy of the completed Notice for **each** case that you're trying to seal. When you file the original documents with the juvenile court clerk, ask the clerk to **date stamp** each of your copies. That stamp proves when you filed the original documents. The clerk will keep your original documents.

Determine how many copies you need based on Step 7 below. Make that number of copies of your date stamped set of documents.

**7. Deliver or Mail the Motion(s) and Notice(s).**

Court rules require that after you file your Motion(s) for sealing, you must deliver and/or mail the Motion(s) and Notice(s) to the juvenile court prosecutor, the juvenile court administrator, and the law enforcement agencies, including the Washington State Patrol (WSP), that have records of your case(s) that you're asking to have sealed.

Deliver a date stamped copy of each Motion and Notice for each case to the juvenile court prosecutor and the court administrator/juvenile probation department. You can do that right after you file the original documents with the clerk. It's usually okay to leave the date stamped copies with the office staff.

Mail a date stamped copy of the Motion and Notice filed in each case to the *Washington State Patrol, Records Division, PO Box 42633, Olympia, WA 98504*. If you spent time in a JRA facility (Green Hill, Maple Lane, Echo Glen, Neselle, or Camp Outlook) for any of the cases that you're trying to seal, you must mail the documents to: *Records Coordinator, Juvenile Rehabilitation Administration, DSHS, P.O. Box 45045, Olympia, WA 98504*. And, mail or deliver the Motion and Notice to any other law enforcement agencies that were involved with the case(s) that you're trying to seal.

If you mail the documents, send a cover letter. Use the sample letter in Appendix A, including your personal information. Make sure to sign and date the letter, and make and keep a copy of each letter that you send.

If you can afford it, if you send the documents, do so by certified mail. If you do that, the post office will send you a postcard notice indicating when your mail was delivered. The cost for sending certified mail is about \$6.00-\$10.00.

**8. Fill out the Order on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12).**

Before the hearing, fill out an Order on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12), attached to this packet, for each case that you're asking to have sealed. Follow the instructions on page 8. Be sure to bring the Order with you to the hearing.

**9. Attend your court hearing.**

The hearing will take place in front of a judge or commissioner at Juvenile Court. Dress nicely. Make sure to arrive to the hearing on time. At the hearing you should be polite, address the judge or commissioner as "your honor," and answer questions honestly and clearly. Don't interrupt the judge or other courtroom staff or the prosecutor if s/he's talking. Follow the courtroom rules: you must not eat or drink; you must turn off all cell phones; and you must take off your hat.

Before the hearing, you should have with you all sets of copies of the Motion(s) and Notice(s) that you filed, your copy of the Certificate of Service, and the Order that you filled out for each case.

**10. After the hearing, obtain certified copies of the court orders.**

If the Court approves your Motion(s) and signs your Order(s), you'll need at least two certified copies of the Order(s). The court clerk makes certified copies of court documents. You'll be charged approximately \$6.00 for one certified copy of an Order.

**11. Mail a copy of the certified order to every agency involved.**

Mail the certified copy(ies) of the Order(s) to each law enforcement agency, the Washington State Patrol (WSP), and the Juvenile Rehabilitation Administration (JRA), if applicable, to whom you sent the sealing Motion(s). Send a cover letter with the Order(s). You can use the sample letter in Appendix A, including your personal information. Sign and date the letter. Make and keep a copy of each letter that you send.

## **12. What if your Motion is Denied**

If the Court denies your sealing Motion(s) and you believe that you met all of the legal requirements, consider talking to an attorney for advice about what to do next. If you don't have the money to pay for an attorney's fees, call CLEAR, a legal service that offers free legal advice and referral, at 1-888-201-1014.

### Completing The Paperwork

#### **1. Motion and Declaration to Seal Records of Juvenile Offender**

##### Heading

1. In the box at the top left corner, write the name of the county where the juvenile offense you're trying to seal occurred on the line above "JUVENILE COURT."
2. Below that, write your name underneath "STATE OF WASHINGTON v."
3. Below that, write your birth date next to "D.O.B.:".
4. At the top right corner, write the case number of the offense you're trying to seal next to "NO:".

##### I. Motion

1. Check RCW 13.50.050(11) and (12) where it says "This motion is based on..."
2. Write the date on the line next to "Dated:".
3. Sign your name on the line above "Pro Se Respondent (Sign Name)."
4. Write your name on the line above "Print Name."

##### II. Declaration of Respondent

1. Write your name on the line next to "I,".
2. Write the date of the offense and name of the offense you're trying to seal.
3. If the offense you're trying to seal is a felony, check 2.2. Write the number of consecutive years you've spent in the community without committing an offense or crime resulting in conviction. If it's a gross misdemeanor or misdemeanor, check 2.3. Then write the number of consecutive years you've spent in the community without committing an offense or crime resulting in conviction. If it's a diversion, check 2.4. If you're unsure, see "Classification of Felonies and Misdemeanors."
4. Write the date on the line next to "Signed on," followed by the city you're in.
5. Below that, sign your name; print your name. Write your address.

## **2. Order on Motion to Seal Records of Juvenile Offender**

Heading: Fill out this section the same way on each form. See instructions under document (a).

Body

1. Check RCW 13.50.050(11) and (12) after “This matter came on before the court on respondent’s motion to seal records of juvenile offender pursuant to...”
2. Check the first 2.1 box to indicate that you gave notice to the appropriate parties.
3. Check the 2.2 box to indicate that compelling privacy or safety concerns haven’t been found.
4. Check that you’ve satisfied the requirements of RCW 13.50.050(11) and (12).
5. Check the box next to “The court grants the motion to seal  vacated deferred disposition records pursuant to RCW 13.40.127(10),  juvenile court records pursuant to RCW 13.50.050(11) to (16)...”.
6. Sign your name on the line above “Pro Se Respondent (sign name).”
7. Write your name on the line above “Print name.”

## **3. Notice of Respondent’s Motion to Seal Records of Juvenile Offender**

Heading: Fill out this section the same way on each form. See instructions under document (a).

Body

1. Write the name of the county in which the juvenile offense you are trying to seal occurred on each of the three lines before “County Superior Court Clerk’s Office,” “County Prosecutor, Juvenile Division,” and “County Juvenile Court Administrator.”
2. Below that, write the name of the city or county police department or sheriff’s office which handled the offense.
3. Below that, write the name of anyone else you think needs notice of your motion.
4. Below that, write the date of the hearing, the time of the hearing, the county, and your name.
5. At the end of the document, write the date. Sign your name, and print your name underneath.

### ONCE YOUR RECORDS ARE SEALED

- Your offense and the proceedings in the case are treated as if they never occurred.
- You may say no to having committed the offense on any job, housing, or other application.
- Any agency receiving a request for your record must reply that the record is confidential, and the agency may not give out any information about its existence or nonexistence.
- Your fingerprints and any other identifying information kept by the Washington State Patrol are *not* sealed.
- Your record will be unsealed if you're subsequently convicted of a juvenile offense or adult crime, or if you're charged with an adult felony.

CLASSIFICATION OF OFFENSES

Juvenile offenses are ranked under [RCW 13.40.0357](#) from A+ through E. The rankings correspond to adult crime categories: Offense category A equals class A felony; offense category B equals class B felony; offense category C equals class C felony; offense category D equals gross misdemeanor; and offense category E equals misdemeanor. Felonies are generally more serious than misdemeanors.

<b>OFFENSE CATEGORY</b>	<b>DESCRIPTION (RCW CITATION)</b>	<b>CATEGORY FOR ATTEMPT, BAILJUMP, CONSPIRACY, OR SOLICITATION</b>
<b>Arson and Malicious Mischief</b>		
A	Arson 1 ( <a href="#">9A.48.020</a> )	B+
B	Arson 2 ( <a href="#">9A.48.030</a> )	C
C	Reckless Burning 1 ( <a href="#">9A.48.040</a> )	D
D	Reckless Burning 2 ( <a href="#">9A.48.050</a> )	E
B	Malicious Mischief 1 ( <a href="#">9A.48.070</a> )	C
C	Malicious Mischief 2 ( <a href="#">9A.48.080</a> )	D
D	Malicious Mischief 3 ( <a href="#">9A.48.090(2)(a) and (c)</a> )	E
E	Malicious Mischief 3 ( <a href="#">9A.48.090(2)(b)</a> )	E
E	Tampering with Fire Alarm Apparatus ( <a href="#">9.40.100</a> )	E
E	Tampering with Fire Alarm Apparatus with Intent to Commit Arson ( <a href="#">9.40.105</a> )	E
A	Possession of Incendiary Device ( <a href="#">9.40.120</a> )	B+
<b>Assault and Other Crimes Involving Physical Harm</b>		
A	Assault 1 ( <a href="#">9A.36.011</a> )	B+
B+	Assault 2 ( <a href="#">9A.36.021</a> )	C+
C+	Assault 3 ( <a href="#">9A.36.031</a> )	D+
D+	Assault 4 ( <a href="#">9A.36.041</a> )	E
B+	Drive-By Shooting ( <a href="#">9A.36.045</a> )	C+
D+	Reckless Endangerment ( <a href="#">9A.36.050</a> )	E

C+	Promoting Suicide Attempt ( <a href="#">9A.36.060</a> )	D+
D+	Coercion ( <a href="#">9A.36.070</a> )	E
C+	Custodial Assault ( <a href="#">9A.36.100</a> )	D+
<b>Burglary and Trespass</b>		
B+	Burglary 1 ( <a href="#">9A.52.020</a> )	C+
B	Residential Burglary ( <a href="#">9A.52.025</a> )	C
B	Burglary 2 ( <a href="#">9A.52.030</a> )	C
D	Burglary Tools (Possession of) ( <a href="#">9A.52.060</a> )	E
D	Criminal Trespass 1 ( <a href="#">9A.52.070</a> )	E
E	Criminal Trespass 2 ( <a href="#">9A.52.080</a> )	E
C	Mineral Trespass ( <a href="#">78.44.330</a> )	C
C	Vehicle Prowling 1 ( <a href="#">9A.52.095</a> )	D
D	Vehicle Prowling 2 ( <a href="#">9A.52.100</a> )	E
<b>Drugs</b>		
E	Possession/Consumption of Alcohol ( <a href="#">66.44.270</a> )	E
C	Illegally Obtaining Legend Drug ( <a href="#">69.41.020</a> )	D
C+	Sale, Delivery, Possession of Legend Drug with Intent to Sell ( <a href="#">69.41.030(2)(a)</a> )	D+
E	Possession of Legend Drug ( <a href="#">69.41.030(2)(b)</a> )	E
B+	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Sale ( <a href="#">69.50.401(2) (a) or (b)</a> )	B+
C	Violation of Uniform Controlled Substances Act – Non-narcotic Sale ( <a href="#">69.50.401(2)(c)</a> )	C
E	Possession of Marihuana <40 grams ( <a href="#">69.50.4014</a> )	E
C	Fraudulently Obtaining Controlled Substance ( <a href="#">69.50.403</a> )	C

C+	Sale of Controlled Substance for Profit ( <a href="#">69.50.410</a> )	C+
E	Unlawful Inhalation ( <a href="#">9.47A.020</a> )	E
B	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Counterfeit Substances ( <a href="#">69.50.4011(2) (a) or (b)</a> )	B
C	Violation of Uniform Controlled Substances Act - Nonnarcotic Counterfeit Substances ( <a href="#">69.50.4011(2) (c), (d), or (e)</a> )	C
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance ( <a href="#">69.50.4013</a> )	C
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance ( <a href="#">69.50.4012</a> )	C
<b>Firearms and Weapons</b>		
B	Theft of Firearm ( <a href="#">9A.56.300</a> )	C
B	Possession of Stolen Firearm ( <a href="#">9A.56.310</a> )	C
E	Carrying Loaded Pistol Without Permit ( <a href="#">9.41.050</a> )	E
C	Possession of Firearms by Minor (<18) ( <a href="#">9.41.040(2)(a)(iii)</a> )	C
D+	Possession of Dangerous Weapon ( <a href="#">9.41.250</a> )	E
D	Intimidating Another Person by use of Weapon ( <a href="#">9.41.270</a> )	E
<b>Homicide</b>		
A+	Murder 1 ( <a href="#">9A.32.030</a> )	A
A+	Murder 2 ( <a href="#">9A.32.050</a> )	B+
B+	Manslaughter 1 ( <a href="#">9A.32.060</a> )	C+
C+	Manslaughter 2 ( <a href="#">9A.32.070</a> )	D+
B+	Vehicular Homicide ( <a href="#">46.61.520</a> )	C+
<b>Kidnapping</b>		

A	Kidnap 1 ( <a href="#">9A.40.020</a> )	B+
B+	Kidnap 2 ( <a href="#">9A.40.030</a> )	C+
C+	Unlawful Imprisonment ( <a href="#">9A.40.040</a> )	D+
<b>Obstructing Governmental Operation</b>		
D	Obstructing a Law Enforcement Officer ( <a href="#">9A.76.020</a> )	E
E	Resisting Arrest ( <a href="#">9A.76.040</a> )	E
B	Introducing Contraband 1 ( <a href="#">9A.76.140</a> )	C
C	Introducing Contraband 2 ( <a href="#">9A.76.150</a> )	D
E	Introducing Contraband 3 ( <a href="#">9A.76.160</a> )	E
B+	Intimidating a Public Servant ( <a href="#">9A.76.180</a> )	C+
B+	Intimidating a Witness ( <a href="#">9A.72.110</a> )	C+
<b>Public Disturbance</b>		
C+	Riot with Weapon ( <a href="#">9A.84.010(2)(b)</a> )	D+
D+	Riot Without Weapon ( <a href="#">9A.84.010(2)(a)</a> )	E
E	Failure to Disperse ( <a href="#">9A.84.020</a> )	E
E	Disorderly Conduct ( <a href="#">9A.84.030</a> )	E
<b>Sex Crimes</b>		
A	Rape 1 ( <a href="#">9A.44.040</a> )	B+
A-	Rape 2 ( <a href="#">9A.44.050</a> )	B+
C+	Rape 3 ( <a href="#">9A.44.060</a> )	D+
A-	Rape of a Child 1 ( <a href="#">9A.44.073</a> )	B+
B+	Rape of a Child 2 ( <a href="#">9A.44.076</a> )	C+
B	Incest 1 ( <a href="#">9A.64.020(1)</a> )	C
C	Incest 2 ( <a href="#">9A.64.020(2)</a> )	D
D+	Indecent Exposure (Victim <14) ( <a href="#">9A.88.010</a> )	E
E	Indecent Exposure (Victim 14 or over) ( <a href="#">9A.88.010</a> )	E

B+	Promoting Prostitution 1 ( <a href="#">9A.88.070</a> )	C+
C+	Promoting Prostitution 2 ( <a href="#">9A.88.080</a> )	D+
B+	Indecent Liberties ( <a href="#">9A.44.100</a> )	C+
A-	Child Molestation 1 ( <a href="#">9A.44.083</a> )	B+
B	Child Molestation 2 ( <a href="#">9A.44.086</a> )	C+
<b>Theft, Robbery, Extortion, and Forgery</b>		
B	Theft 1 ( <a href="#">9A.56.030</a> )	C
C	Theft 2 ( <a href="#">9A.56.040</a> )	D
D	Theft 3 ( <a href="#">9A.56.050</a> )	E
B	Theft of Livestock 1 and 2 ( <a href="#">9A.56.080</a> and <a href="#">9A.56.083</a> )	C
C	Forgery ( <a href="#">9A.60.020</a> )	D
A	Robbery 1 ( <a href="#">9A.56.200</a> )	B+
B+	Robbery 2 ( <a href="#">9A.56.210</a> )	C+
B+	Extortion 1 ( <a href="#">9A.56.120</a> )	C+
C+	Extortion 2 ( <a href="#">9A.56.130</a> )	D+
C	Identity Theft 1 ( <a href="#">9.35.020(2)</a> )	D
D	Identity Theft 2 ( <a href="#">9.35.020(3)</a> )	E
D	Improperly Obtaining Financial Information ( <a href="#">9.35.010</a> )	E
B	Possession of Stolen Property 1 ( <a href="#">9A.56.150</a> )	C
C	Possession of Stolen Property 2 ( <a href="#">9A.56.160</a> )	D
D	Possession of Stolen Property 3 ( <a href="#">9A.56.170</a> )	E
C	Taking Motor Vehicle Without Permission 1 and 2 ( <a href="#">9A.56.070</a> and <a href="#">9A.56.075</a> )	D
<b>Motor Vehicle Related Crimes</b>		
E	Driving Without a License ( <a href="#">46.20.005</a> )	E
B+	Hit and Run - Death	C+

	<a href="#">(46.52.020(4)(a))</a>	
C	Hit and Run - Injury <a href="#">(46.52.020(4)(b))</a>	D
D	Hit and Run-Attended <a href="#">(46.52.020(5))</a>	E
E	Hit and Run-Unattended <a href="#">(46.52.010)</a>	E
C	Vehicular Assault <a href="#">(46.61.522)</a>	D
C	Attempting to Elude Pursuing Police Vehicle <a href="#">(46.61.024)</a>	D
E	Reckless Driving <a href="#">(46.61.500)</a>	E
D	Driving While Under the Influence <a href="#">(46.61.502)</a> and <a href="#">(46.61.504)</a>	E
<b>Other</b>		
B	Animal Cruelty 1 <a href="#">(16.52.205)</a>	C
B	Bomb Threat <a href="#">(9.61.160)</a>	C
C	Escape 1 <a href="#">(9A.76.110)</a>	C
C	Escape 2 <a href="#">(9A.76.120)</a>	C
D	Escape 3 <a href="#">(9A.76.130)</a>	E
E	Obscene, Harassing, Etc., Phone Calls <a href="#">(9.61.230)</a>	E
A	Other Offense Equivalent to an Adult Class A Felony	B+
B	Other Offense Equivalent to an Adult Class B Felony	C
C	Other Offense Equivalent to an Adult Class C Felony	D
D	Other Offense Equivalent to an Adult Gross Misdemeanor	E
E	Other Offense Equivalent to an Adult Misdemeanor	E
V	Violation of Order of Restitution, Community Supervision, or Confinement <a href="#">(13.40.200)</a>	V

## APPENDIX A

**Sample Letter to Law Enforcement, Juvenile Rehabilitation  
Administration (JRA), and/or, Washington State Patrol (WSP)  
Motion and Notice of Hearing**

**(Write the date here)**

Washington State Patrol  
Records Division  
P.O. Box 42633  
Olympia, WA 98504

**RE: Motion to Seal Juvenile Records- (write your name here) No: (write your case numbers here)**

Enclosed please find a copy of Notice and Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12) in the above referenced matters. The motion to seal is set for **(write the date here)** at **(write the county here)** Superior Court, Juvenile Division.

Sincerely,

Your signature here

**(Print your name and address here)**

**Sample Letter to Law Enforcement, Juvenile Rehabilitation  
Administration (JRA), and/or, Washington State Patrol (WSP)  
After Order is Signed**

**(Write the date here)**

Washington State Patrol  
Records Division  
P.O. Box 42633

Olympia, WA 98504

RE: Motion to Seal Juvenile Records

Enclosed please find a copy of **(write your name here)**'s Orders on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12). Pursuant to this order, RCW 13.50.050(14) requires any agency in possession of sealed records keep the content of the records, as well as their existence or nonexistence, confidential.

Thank you for your cooperation in this matter. If you have any questions about these documents, please telephone me at **(write your telephone number or a message number here)**.

Sincerely,

Respectfully,

Your signature here

**(Print your name and address here)**

## APPENDIX B – County-specific practices

<b>County</b>	
Adams County	<p>Contact Adams Juvenile Court for guidance. Adams County requires that you be 23 years of age and write a typed letter to the court stating that you'd like their records sealed. This letter must include your name, date of birth, address and current phone number.</p> <p>For more information, contact:</p> <p>Adams County Juvenile Court 425 E. Main Suite 100 Othello, WA 99344 Phone: 509-488-5646</p>
Asotin County	<p>Asotin County follows the general process described in this Manual. The Clerk's office will assist you in obtaining a court date and provide you with information regarding your cause numbers and potential fines owed.</p> <p>For more information, contact:</p> <p>Asotin County Clerk's Office 135 2nd St, PO Box 159 Asotin, WA 99402-0159 Phone: 509-243-2081</p>
Benton/Franklin Counties	<p>Benton and Franklin Counties follow the general process described in this Manual. The Clerk's office will assist you in obtaining a court date and provide you with information regarding your cause numbers and potential fines owed.</p> <p>For more information, contact:</p> <p>Benton County Clerk's Office 7122 W Okanogan Pl, Bldg A Kennewick, WA 99336-2359 Phone: 509-735-8388 x5</p>
Chelan County	<p>Chelan County has a specific local sealing process which you must follow. All forms and instructions may be purchased from the Clerk's Office for \$5. Chelan County requires some additional documentation which is described in their instruction packet.</p>

	<p>For more information, contact the Clerk's office:</p> <p>350 Orondo Ave  PO Box 3025  Wenatchee, WA 98807-3025  509-667-6380</p>
Clallam County	<p>Contact Clallam County Juvenile Court for assistance. Court staff will check your eligibility to seal for a \$20 fee. If you're eligible, court staff will complete the sealing process for you for an additional \$80. You must attend a court hearing. This process takes approximately three weeks to complete. Note: Clallam County requires that you have no outstanding restitution on any matters prior to sealing.</p> <p>Juvenile and Family Services  1912 West 18th Street  Port Angeles, Washington 98363  Phone: (360) 417-2282</p>
Clark County	<p>Clark County Juvenile Court provides full assistance with the records sealing process. Note: This process takes approximately <b>four months</b> to complete. Don't delay in starting the process. To start the process, you must complete two forms and return them to the Juvenile Justice Center. The Juvenile Justice Center then reviews your motion for eligibility. If you're eligible, they'll handle providing notice to the parties and will ultimately provide you with a signed order.</p> <p>More information is online at  <a href="http://www.clark.wa.gov/juvenile/sealing-destroying.htm">http://www.clark.wa.gov/juvenile/sealing-destroying.htm</a></p> <p>Or contact:</p> <p>Juvenile Justice Center  500 W 11th St  PO Box 5000  Vancouver, WA 98666-5000  Phone: 360-397-2201 x2</p>
Columbia County	<p>You must obtain a motion form from the Juvenile Justice Center. You may fill out the form right there in the office. Staff at the Center will assist you in obtaining your criminal history, which must be attached to your motion. Your motion is then provided to the Prosecutor's Office. If you're eligible to seal your record(s), the Prosecutor's Office will handle the rest of the process and assist you with obtaining a signed order. Note: you must have paid all outstanding juvenile and adult fines prior to sealing your records.</p>

	<p>For more information contact:</p> <p>Juvenile Justice Center  455 W Rose St  PO Box 1754  Walla Walla, WA 99362-1790  Phone: 509-524-2800</p> <p>Or view information online at</p> <p><a href="http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml">http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml</a></p>
Cowlitz County	<p>You must stop by the Juvenile Department and complete a record sealing request form. Juvenile Department staff will complete further paperwork for you and set a court date for you approximately six weeks out. You must then return and sign that paperwork. Notice will be sent to all the parties. If there's no objection, your motion will be presented to the court on the day of your hearing.</p> <p>For more information see:</p> <p><a href="http://www.co.cowlitz.wa.us/juvenile/probation_services/rec_seal_procedure.htm">http://www.co.cowlitz.wa.us/juvenile/probation_services/rec_seal_procedure.htm</a></p> <p>Cowlitz County  Juvenile Department  1725 1st Avenue, Longview, WA 98632  Phone: 360.577.3100</p>
Douglas County	<p>Douglas County follows the general process described in this Manual. Forms are provided for free at Douglas County Juvenile Court in East Wenatchee, WA. Paperwork must be filed with the Clerk's Office in Waterville, WA. Court hearings are held every Wednesday.</p> <p>For more information contact:</p> <p>Douglas County Clerk's Office  203 S Rainier  Waterville, WA 98858-0516  Phone: 509-745-8529</p>
Ferry/Pend Oreille/Stevens County	<p>Ferry County follows the general process described in this Manual. You're encouraged to seek assistance from an attorney.</p> <p>For more information contact:</p>

	<p>Juvenile Court  350 E Delaware Ave, Ste 10  Republic, WA 99166-9747  Phone: 509- 775-5214</p>
Franklin County	See listing for Benton/Franklin above
Garfield County	<p>Garfield County follows the general process described in this Manual. Staff at Juvenile Court will assist in navigating the court process. Juvenile Court hearings are held once a month on the first Tuesday of the month.</p> <p>For more information, contact:</p> <p>Garfield County Juvenile Court  135 2nd St  Asotin, WA 99402  Phone: 509-243-2024</p>
Grant County	<p>Grant County follows the general process described in this Manual. Staff at Juvenile Court will assist in navigating the court process.</p> <p>For more information, contact:</p> <p>Grant County Juvenile Court  303 Abel Rd  PO Box 818  Ephrata, WA 98823-0818  Phone: 509-754-5690</p>
Grays Harbor County	<p>Grays Harbor County follows the general process described in this Manual. Note: the Grays Harbor Prosecutor files a response to every sealing motion. If the Prosecutor disagrees with your Motion to Seal, it doesn't mean the motion is denied. You should still appear at your court hearing and allow the Judge to decide whether or not to sign your Order.</p> <p>For more information contact:</p> <p>Grays Harbor Juvenile Court  103 Hagara St  Aberdeen, WA 98520-3198  Phone: 360-533-3919</p>
Island County	Island County follows the general process described in this Manual. You can obtain a free packet of information at Juvenile Court.

	<p>For more information, contact:</p> <p>Island County Juvenile Court  501 N Main St  PO Box 5000  Coupeville, WA 98239-5000  Phone: 360-679-7325</p>
Jefferson County	<p>Contact Juvenile Court for assistance with the process. Court staff will help determine whether you're eligible to seal your records. If you're eligible, you'll be sent a packet of forms to complete. Court staff will assist you with obtaining a court date and will notify the other parties for you. There's a \$30 filing fee for each record that you're trying to seal. Please contact SYLAW for assistance if you cannot afford this filing fee.</p> <p>For more information, contact:</p> <p>Jefferson County Juvenile Court  1820 Jefferson St  PO Box 1220  Port Townsend, WA 98368-0920  Phone: 360-385-9190</p>
King County	<p>Follow sealing process described in this manual.  See <a href="http://www.sylaw.org">www.sylaw.org</a> for information on free help from the Juvenile Records Sealing Clinics.</p>
Kitsap County	<p>You must visit Juvenile court between 8:30 am and 4:00 pm. Show a copy of your picture ID. Staff will assist you in obtaining a copy of your criminal history. Staff will then review your criminal history with you to determine and see if you're eligible to seal. If it appears that you're eligible, you must make appointment to meet further with a staff member. There are three staff members who meet with individuals and explain the sealing process, and assist with completing the necessary paperwork and give you a court date. You must then mail out notice to the parties. The process takes approximately four weeks to complete.</p> <p>For more information visit:</p> <p><a href="http://www.kitsapgov.com/juv/sealing.htm">http://www.kitsapgov.com/juv/sealing.htm</a></p> <p>or contact Juvenile Court directly at:</p> <p>614 Division St, MS-28  Port Orchard WA 98366  Phone: 360-337-5401</p>

Kittitas County	<p>Kittitas County generally follows the process as described in this Manual. Juvenile Court staff are unable to provide assistance with the process.</p> <p>For more information, contact:</p> <p>Kittitas County Juvenile Court 205 W 5th Ave, Ste 211 Ellensburg, WA 98926-2887 Phone: 509-962-7516</p>
Klickitat County	<p>Klickitat County generally follows the process as described in this Manual. You can get a packet of information and instructions from Juvenile Court.</p> <p>For more information, contact:</p> <p>Klickitat County Juvenile Court 131 W Court St, MS CH-16 Goldendale, WA 98620-8932 Phone: 509-773-3355</p>
Lewis County	<p>Lewis County generally follows the process as described in this Manual. You can get a packet of information and instructions from Juvenile Court. Lewis County contracts with two attorneys who will handle the sealing process for you for a negotiated price of \$150.</p> <p>For more information, contact:</p> <p>Lewis County Juvenile Court 1255 SW Pacific Ave Chehalis, WA 98532-4802 Phone: 360-740-1178</p>
Lincoln County	<p>Lincoln County generally follows the process as described in this Manual. Contact juvenile court for information regarding attorneys who will assist with the process for a reduced fee.</p> <p>For more information, contact:</p> <p>Lincoln County Juvenile Court 450 Logan St PO Box 5 Davenport, WA 99122-0005 Phone: 509-725-7475</p>
Mason County	<p>Mason County generally follows the process as described in this Manual.</p>

	<p>You can get a packet of information and instructions from Juvenile Court.</p> <p>For more information, contact:</p> <p>Mason County Juvenile Court  615 W Alder St  PO Box 368  Shelton, WA 98584-0368  Phone: 360-427-9670</p>
Okanogan County	<p>Contact juvenile court for assistance. You'll be asked to provide your name and date of birth to staff who will review your criminal history with you. You may choose to pay a fee of \$100 for court staff to complete the sealing process for you. You must attend a court hearing. This process takes approximately three weeks to complete. <b>Note: Okanogan County requires individuals to have NO outstanding court fines on any matters prior to sealing.</b></p> <p>For more information, contact:</p> <p>Okanogan County Juvenile Court  237 N 4th Ave  PO Box 432  Okanogan, WA 98840-0432  Phone: 509-422-7250</p>
Pacific County	<p>You may get assistance with the process from juvenile court. Contact juvenile court to schedule an appointment with a staff member who will screen for eligibility. If you're eligible for sealing, staff will complete the sealing process for you. You must attend your court hearing. This process takes approximately one month.</p> <p>For more information, contact:</p> <p>Pacific County Juvenile Court  300 Memorial Dr  PO Box 93  South Bend, WA 98586-0093  Phone: 360-875-9350</p>
Pend Oreille County	See Ferry County above
Pierce County	Pierce County generally follows the process as described in this Manual. However, they require specific forms which are available on their website and at the Clerk's Office. Note: ALL outstanding fines must be paid in order to seal records in Pierce County.

	<p>For more information, contact:</p> <p>Pierce County Juvenile Court  5501 6th Ave  Tacoma, WA 98406-2603  Phone: 253-798-7900</p> <p><a href="http://www.co.pierce.wa.us/pc/abtus/ourorg/juvct/abtusjuv.htm">http://www.co.pierce.wa.us/pc/abtus/ourorg/juvct/abtusjuv.htm</a></p>
San Juan County	<p>You may get assistance with the process from juvenile court.</p> <p>For more information contact:</p> <p>San Juan County Juvenile Court  350 Court St, #4  Friday Harbor, WA 98250-7901  360-378-4620</p>
Skagit County	<p>Skagit County generally follows the process as described in this Manual. You may purchase a packet of forms and instructions for \$5 from the Clerk's Office. Clerk's Office staff will assist you in obtaining a copy of your criminal history and with selecting a court date. Court hearings are held on Tuesdays and must be scheduled a minimum of two weeks out. Once the judge has signed your order, the Clerk's Office will send copies to the agencies which have your criminal records.</p> <p>For more information, contact:</p> <p>Skagit County Clerk's Office  205 W Kincaid St, Rm 103  Mount Vernon, WA 98273-4225  Phone: 360-336-9440</p>
Skamania County	<p>Contact Juvenile Court for assistance. Staff will assist you in completing the necessary paperwork and sending out notice to the parties. If there's no objection to the motion to seal, the order will be signed by the judge without a hearing. A copy of the signed order will then be sent to you for your records.</p> <p>For more information, contact:</p> <p>Skamania County Juvenile Court  240 Vancouver Ave.  Stevenson, WA 98648  Phone: 509-427-3715</p>

Snohomish County	Snohomish County generally follows the process as described in this Manual. See <a href="http://www.sylaw.org">www.sylaw.org</a> for information on free help from the Juvenile Records Sealing Clinics.
Spokane County	<p>In Spokane County, you have the option of paying a fee for the Court's assistance with sealing your records. If you'd like the Court's assistance, you must first contact the Court and request that they review your records to determine whether you're eligible to seal. This process takes approximately two weeks. You'll receive a letter stating your eligibility. If you're eligible, you may opt to have the Court prepare your paperwork for a \$100 fee. After payment of the \$100 fee, the sealing process takes approximately four to six weeks.</p> <p>For more information see</p> <p><a href="http://www.spokanecounty.org/data/juvenile/pdf/Sealing%20and%20Destruction%20of%20Juvenile%20Court%20Records.pdf">http://www.spokanecounty.org/data/juvenile/pdf/Sealing%20and%20Destruction%20of%20Juvenile%20Court%20Records.pdf</a></p> <p>Or contact:</p> <p>Juvenile Court 1208 W Mallon Ave Spokane, WA 99201-2091 Phone: 509-477-2411</p>
Stevens County	See Ferry County above
Thurston County	<p>You must obtain a packet of forms and instructions from Thurston County Juvenile Court. Staff at Thurston County Juvenile Court will assist you in determining which agencies hold your juvenile records. Once you complete the necessary paperwork, your motion will be provided to the Prosecutor's Office and then to the Judge for signature. You'll be notified once your Order is signed. You generally don't need to appear for a court hearing. All legal and court fees must be paid.</p> <p>For more information, contact:</p> <p>Dave Furman, Juvenile Probation 2801 32nd Ave. SW., Tumwater, WA 98501 Phone: 360-709-3150</p>
Wahkiakum County	Contact Juvenile Court for assistance. You'll be asked to provide your name, date of birth and current address. If you're eligible to seal your records, you'll be sent a form to fill out and send back. Court staff will then provide you with a court date and send out notice of the hearing to all

	<p>parties. These hearings are held only once a month. You must appear at the hearing.</p> <p>For more information, contact:</p> <p>Wahkiakum County Juvenile Court  300 Memorial Ave, Fl 2  South Bend, WA 98586-0093  Phone: 360-875-9350</p>
<p>Walla Walla County</p>	<p>You must obtain a motion form from the Walla Walla Juvenile Justice Center. Staff at the Center will assist you in obtaining your criminal history, which must be attached to your motion. Your motion is then provided to the Prosecutor’s Office. If you’re eligible to seal your record(s), the Prosecutor’s Office will handle the rest of the process and assist you with obtaining a signed order. Note: Walla Walla County requires that you have paid all outstanding juvenile and adult court fees and fines prior to sealing your records.</p> <p>For more information, contact:</p> <p>Juvenile Justice Center  455 W Rose St  Walla Walla, WA 99362-0033  Phone: 509-524-2800</p> <p>Or online at</p> <p><a href="http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml">http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml</a></p>
<p>Whatcom County</p>	<p>You must contact the Whatcom Juvenile court and complete a sealing request form. Once the request form is turned in, your records are reviewed for eligibility. You’ll be notified of your eligibility and the next steps to take approximately a week after making your request. Court hearings are held on Wednesdays at 10am. Note: you must have paid all juvenile fines prior to sealing.</p> <p>For more information, contact:</p> <p>Whatcom County Juvenile Court  311 Grand Ave, Ste 501  Bellingham, WA 98225-4048  Phone: 360-676-6780</p> <p>Or online at</p>

	<a href="http://www.co.whatcom.wa.us/juvenile/sealingrecords.jsp">http://www.co.whatcom.wa.us/juvenile/sealingrecords.jsp</a>
Whitman County	<p>You may purchase a packet of forms and instructions for \$2 from Clerk's Office.</p> <p>For more information, contact:</p> <p>Whitman County Clerk  400 N Main St  Colfax, WA 99111-0598  Phone: 509-397-6240</p>
Yakima County	<p>Yakima County generally follows the process as described in this Manual.</p> <p>TeamChild provides a free packet of forms and instructions if you're looking to seal Yakima County records. Their contact information is:</p> <p>32 North 3rd St., Suite 422  Yakima, WA 98901  (509) 573-4993</p>

**SUPERIOR COURT OF WASHINGTON  
COUNTY OF \_\_\_\_\_  
JUVENILE COURT**

STATE OF WASHINGTON v.

**No:**

Respondent.

**MOTION AND DECLARATION TO  
SEAL RECORDS OF JUVENILE  
OFFENDER  
(MTAF)**

D.O.B.:

**I. MOTION**

RESPONDENT moves the court for an order sealing his or her juvenile court records. This motion is based on  RCW 13.50.050(11) and (12) or  RCW 13.40.127(10),  GR 15(c) and the declaration of respondent.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Pro Se Respondent

**II. DECLARATION OF RESPONDENT**

I, \_\_\_\_\_, state as follows:

2.1. Finding of guilt: On \_\_\_\_\_ [date] I was found guilty of \_\_\_\_\_ [name of offense].

2.2 Sealing records - factors pursuant to RCW 13.50.050:

**Class A Felony Conviction:** Since my last date of release from confinement, including full-time residential treatment, or from the entry of disposition (including deferred

disposition), I have spent five consecutive years in the community without committing any offense or crime that has resulted in conviction or adjudication.

- Class B and C Felony, and Gross Misdemeanor and Misdemeanor Conviction:** Since my last date of release from confinement, including full-time residential treatment, or from the entry of disposition (including deferred disposition), I have spent two consecutive years in the community without committing any offense or crime that has resulted in conviction.
- Diversion:** Since completion of the Diversion Agreement, I have spent two consecutive years in the community without committing any offense or crime that subsequently resulted in conviction or diversion.

And, I meet the following requirements:

There are no proceedings pending against me seeking the conviction of a juvenile or criminal offense.

There are no proceedings pending against me seeking the formation of a diversion agreement.

I have not been convicted of a sex offense.

Full restitution has been paid.

I am eligible to have my records sealed under RCW 13.50.050(11) and (12) in that I have satisfied all the requirements of those statutes.

2.3 Sealing records of vacated deferred disposition – factors pursuant to RCW 13.40.127(10):

I meet the following requirements:

The court vacated my deferred disposition and dismissed the case with prejudice pursuant to RCW 13.40.127(9).

I am over 18 years of age.

There are no charges pending against me.

2.4 Other circumstances that I believe require sealing of my juvenile court records (GR 15):

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is, to the best of my knowledge, true and correct.

Signed on \_\_\_\_\_, at \_\_\_\_\_, Washington.

\_\_\_\_\_  
Pro Se Respondent (Sign Name)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_

**SUPERIOR COURT OF WASHINGTON  
COUNTY OF \_\_\_\_\_  
JUVENILE COURT**

STATE OF WASHINGTON v.

No:

**ORDER ON MOTION TO SEAL  
RECORDS OF JUVENILE OFFENDER  
(ORSF)**

Respondent.

D.O.B.:

**I. BASIS**

THIS MATTER came on before the court on respondent's motion to seal records of juvenile offender pursuant to  RCW 13.50.050(11) and (12),  RCW 13.40.127(10),  GR 15(c). The court heard the matter without oral argument and considered the pleadings submitted on the matter and the relevant court records.

**II. FINDINGS**

- 2.1 Adequate notice  was  was not given to the appropriate parties and agencies.
- 2.2 Compelling privacy or safety concerns that outweigh the public interest in access to the court records  have  have not been found:
- Respondent  has  has not satisfied the requirements of RCW 13.50.050(11) and (12).
  - Respondent  has  has not satisfied the requirements of RCW 13.40.127(10).
  - Other (GR 15):

**III. ORDER**

Based on the above findings, it is hereby ordered:

- The motion to seal records is denied.

- The court grants the motion to seal records pursuant to GR 15.
- The court grants the motion to seal  vacated deferred disposition records pursuant to RCW 13.40.127(10),  juvenile court records pursuant to RCW 13.50.050(11) to (16), and:
  1. The order and findings in this case are vacated, if not already vacated by RCW 13.40.127(9).
  2. The official juvenile court file, the social file, and all other juvenile records as specified in RCW 13.50.050(11) in the above-entitled matter are hereby sealed.
  3. The proceedings in the case shall be treated as if they never occurred, and the subject of the records may reply accordingly to any inquiry about the events, records of which are sealed.
  4. Any agency in possession of such records sealed pursuant to this order that was given notice of the motion shall reply to any inquiry concerning such sealed records as follows:
 

“that any record or social file is confidential and that no information can be given about the existence or nonexistence of records concerning an individual.”
  5. Inspection of any records sealed pursuant to this order shall only be permitted by further order of the court, except as otherwise provided in RCW 13.50.010(8) and 13.50.050(23).
  6. Any adjudication of a juvenile offense or a crime subsequent to sealing has the effect of nullifying this order. Any charges of an adult felony subsequent to the sealing, has the effect of nullifying the sealing order for the purposes of chapter 9.94A RCW.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**JUDGE/COMMISSIONER**

Submitted by:

\_\_\_\_\_  
 Pro Se Respondent (Sign Name)

\_\_\_\_\_  
 Print Name

**APPROVED FOR ENTRY:**

\_\_\_\_\_  
 Deputy Prosecuting Attorney

**SUPERIOR COURT OF WASHINGTON  
COUNTY OF \_\_\_\_\_  
JUVENILE COURT**

STATE OF WASHINGTON v.

Respondent.

D.O.B.:

**No:**

**NOTICE OF RESPONDENT'S  
MOTION TO SEAL RECORDS OF  
JUVENILE OFFENDER  
(NT)**

- TO: \_\_\_\_\_ County Superior Court Clerk's Office
- TO: \_\_\_\_\_ County Prosecutor, Juvenile Division
- TO: \_\_\_\_\_ County Juvenile Court Administrator
- TO: \_\_\_\_\_ Police Department/Sheriff's Office
- TO: Washington State Patrol, Records Division
- TO: Juvenile Rehabilitation Administration (DSHS)
- TO: \_\_\_\_\_
- TO: \_\_\_\_\_

PLEASE TAKE NOTICE that on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.,  
at \_\_\_\_\_ County Superior Court, Juvenile Division, attorney  
for \_\_\_\_\_, will move for an order sealing the juvenile records on the  
above entitled matter.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Pro Se Respondent (Sign Name)

\_\_\_\_\_  
Print Name